

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 1 (PS101344)

DEPARTMENT: EMS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under the supervision of the EMS Administrative Specialist 4 this position is responsible for performing complex clerical tasks. Handles patient accounts and billing information, researches and fulfills FOIA requests, handles incoming phone calls and e-mails, and other duties and responsibilities as assigned by the Administrative Specialist 4. Must be able to deal courteously and effectively with fellow employees and citizens. Perform diversified duties to include answering incoming telephone calls; drafting, editing, and distributing correspondence; and entering information into the computer system. Address customer inquiries, while dealing courteously and effectively with the general public and fellow employees. Assist the Administrative Specialist 4 with duties and responsibilities as assigned. Keep inventory and office supplies properly organized and readily available. Assist with Freedom of Information Act (FOIA) requests for the department. Assist with reviewing and preparing departmental timesheets as needed. Clerical skills including filing, customer service, math, data entry and correct grammar usage. Address customer inquiries, while dealing courteously and effectively with the general public and fellow employees. Act in the place of Administrative Specialist 4 when absent. Assist with logistics and other EMS department staff as needed. Perform other duties as assigned.

QUALIFICATIONS:

Associates degree and two (2) years full-time related work experience or a high school diploma or equivalent and four (4) years fulltime related administrative experience required.

Data Entry/Basic Skills test score of **68** is required for this position.

Word score of **40** and Excel score of **35** are required for this position.

Personal computer experience including knowledge of Windows Office Applications (including Word and Excel) and Internet research techniques.

Must be able to multi-task, work independently and exhibit strong attention to detail with a high level of accuracy.

Must be able to exercise discretion and judgment in interpreting and adapting guidelines to specific cases or problems.

Maintains strict confidentiality in performing the duties and protects operations by keeping all information confidential.

Applicants must be detail oriented and have excellent customer service and communication skills, both written and oral. Should have excellent work histories and excellent references.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is currently classified as non-exempt and reports directly to the EMS Administrative Specialist 4. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday 9:00 a.m. until 5:00 p.m., with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Administrative Specialist 1 - Grade C13

Entry Level Bi-Weekly Pay Range: \$915.82 - \$1,053.19

Date of Posting: 08/18/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.